

***ST MARY'S PRIMARY SCHOOL  
MARY STREET  
IPSWICH***



# **INFORMATION HANDBOOK**

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Welcome to St Mary's Primary School. This booklet is designed to inform you about our school, our aims, our facilities and to give other practical information that may be of interest to parents considering applying for the enrolment of a child at our school.

St Mary's is a Catholic Parish school established over 150 years ago and is administered by Brisbane Catholic Education.

Our school precinct is situated near the centre of Ipswich City, a few minutes walk from the railway station. Buses run to and from the school servicing most areas of Ipswich and its surrounds. We are situated next door to St Mary's College for girls and across the road from St Edmund's College for boys.

## **OUR MISSION**

*As a faith community, we strive to make Jesus real in the lives of our students, families and staff by living the Gospel values in our daily work. (Faith)*

*As an educational community, we recognize that each child is created in the image of God.*

*We are committed to supporting and motivating all students to achieve their full potential. (Learning)*

*As a professional community of educators we are committed to ensuring every child develops the knowledge, skills and values necessary to actively engage in the world of the future.*

*(Growth)*

## **OUR VISION**

*We will be a community of lifelong learners who make Jesus real by living the Gospel values of love, service and compassion.*

## **OUR VALUES**

*Blessed Edmund Rice, founder of the Christian Brothers and Catherine McAuley, founder of the Sisters of Mercy, were motivated by a Christian love of the poor and marginalized, a commitment to the development of young people, a devotion to Mary, the mother of Jesus and the establishment of communities based on Gospel Values. Following their example, St Mary's Primary School Faith Community seeks to Make Jesus Real. Our school values are summarized in the acronym WESTIE – Welcoming, Encouraging, Sorrowful, Thankful, Inclusive, Enthusiastic.*

*With our focus on Positive Behaviour 4 Learning (PB4L) we are balancing teaching with correction, ensuring that each individual receives the support they need to grow as life long learners and leaders.*

# **Making Jesus Real (MJR)**

Making Jesus Real is a way of life that all members of the St Mary's family teach and witness to one another in all that we do and say. It has as its foundation a positive approach to life and highlights the importance of respectful and right relationships with all those we come in contact during the course of each day.

In summary the MJR way of life teaches us and encourages us to be...

**Welcoming,**  
**Encouraging,**  
**Saying Sorry**  
**Thankful**  
**Inclusive**  
**Enthusiastic**

By adopting the W.E.S.T.I.E approach in our relationships with others, all members of the school community are responsible for making Jesus real in our midst.

# Supportive School Environment

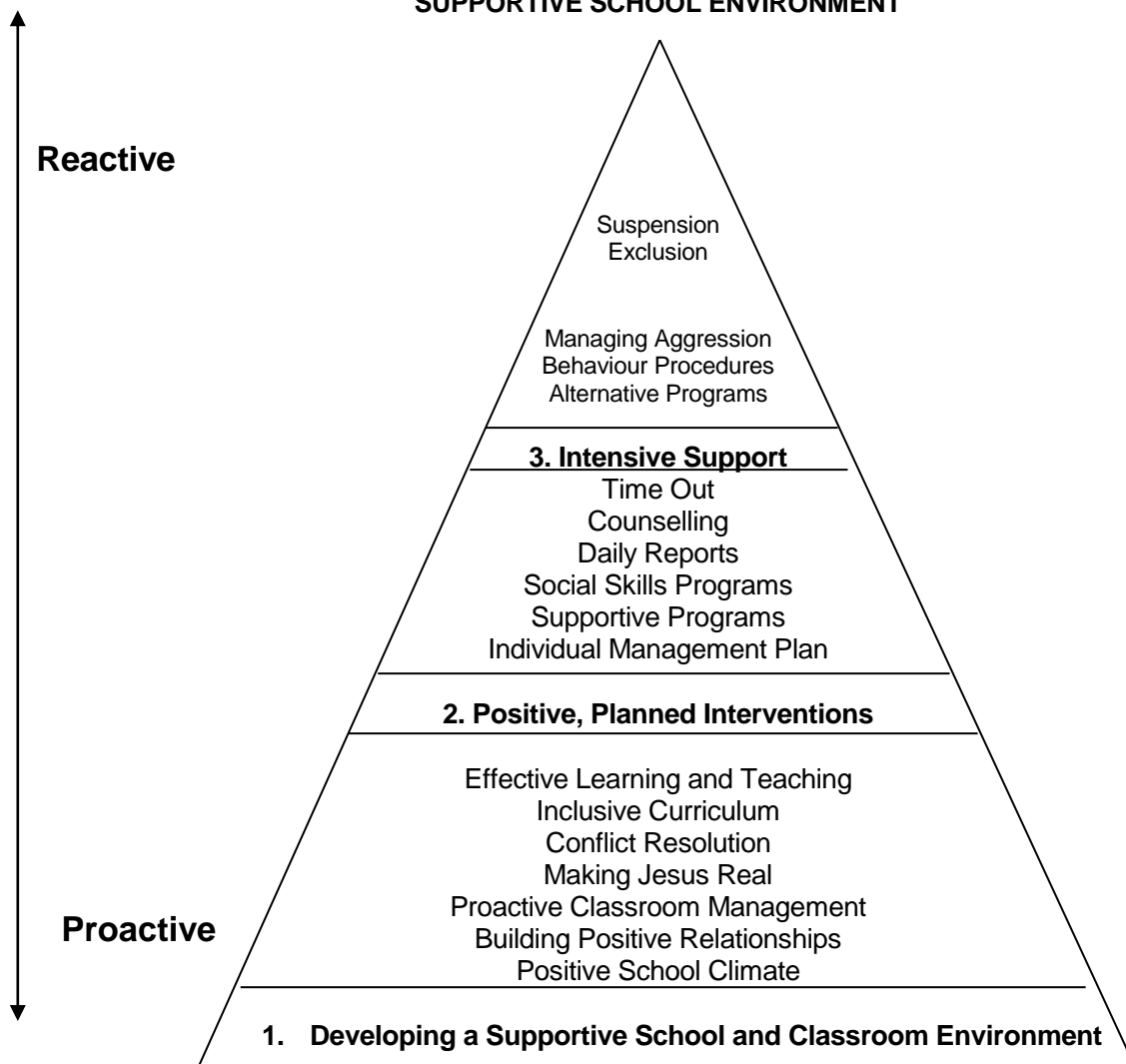
## Student Behaviour Support

The way we behave at school is one of the most important considerations for parents, staff, school leadership and students. We believe that we all need to develop the skills of living and learning together in productivity and harmony and, when we run into problems, be able to *work it out together*.

At St Mary's we acknowledge that student behaviour occurs along a continuum, much like that of academic achievement. The majority of students will require minimal support or assistance to achieve academic success, while some students require additional instruction to achieve set goals, and a few students will require more intensive levels of support to make academic progress.

Similarly, in behavioural development, most students will require minimal support or instruction to demonstrate high standards of socially appropriate behaviour, while others will require additional support and instruction and a few will require intense levels of support to achieve desired behavioural outcomes.

### OUR MODEL FOR MANAGING BEHAVIOUR IN A SAFE AND SUPPORTIVE SCHOOL ENVIRONMENT




We believe that behaviour can be taught and learned and misbehaviour, our mistaken choices, provides an opportunity for us to learn a better way. Schools should be needs-satisfying places for all of us.

Hence the purposes of our behaviour development and management system are:

- to develop commitment and ownership of our community's behaviour by involving all stakeholders in the development of our expectation of how we will live and learn together.
- to enable all students to extend their skills of living and learning together in productivity and harmony by being taught appropriate behaviours.
- to create needs-satisfying environments for all students.
- to allow mistakes to be platforms of learning for all members of the school community and not destructive failure paths.

## Behaviour Matrix

<div> <div>Be Responsible</div>  <div>At St. Mary's we are Responsible for our Behaviour Choices</div> </div>						
Rules	School Wide	Learning Spaces	Transitions	Playgrounds and Toilets	Online and Using ICT	Church and Gatherings
<b>Be Safe</b>	Follow instructions given.	Move safely.	Walk on the left on stairs and in corridors.	Play in the correct areas.	Know the person you are communicating with.	Walk carefully on kneeler as you enter the seat.
	Move and sit safely.	Use equipment as it should be used.	Safe hands and feet.	Use playground equipment correctly.	Keep log on details private.	Rest your feet gently on the kneeler.
	Be sun safe.	Safe hands and feet.	Move quietly and carefully.	Hands and feet to yourself.	Turn off and report to an adult inappropriate words or images.	
	Be in the right place at the right time.	Sit appropriately.	Cross road only at crossing.	Wear a hat and sunscreen. Use soap and water appropriately to wash hands.		
<b>Be Respectful</b>	Care for the environment.	Co-operate with, encourage and include others.	Move quietly.	Put rubbish in bins.	Care for equipment.	Bless yourself with holy water as you enter and leave the Church as a sign of our Christianity.
	Use respectful words and actions.	Care for personal and school property.	Be calm and patient.	Include others in games.	Ask before you take a photo.	Sit quietly in the Church to allow people to pray.
	Wear uniform with pride.	Listen to others and share.	Be on time.	Share equipment.	Use devices and resources for learning.	Honour and respect our Church as a place of prayer.
	Include and encourage others.	Put things away in their right place.		Agree to rules of the game before starting and play by the rules. Respect the privacy of others.		Look at the speaker and actively listen to what they are saying.
<b>Be A Learner</b>	Set goals, know your goals and work towards goals.	Ask clarifying questions.	Be ready to learn.	Learn the rules of games and play by the rules.	Share your knowledge and skills.	Participate fully in the liturgical celebration.
	Listen and use feedback for improvement.	Share, talk and listen.	Return all equipment to the right place.	Learn from my mistakes.	Teach others and learn from others.	Join in singing the hymns.
	Apply best effort.	Make mistakes and learn from them.		Teach others the rules when they are unsure.		Learn the prayer responses.
	Be persistent and resilient.	Practise.				

# Being Safe & Feeling Safe

At St Mary's Primary School every person has the right to feel safe. Any person who disregards the safety of another is denying them that right. The school will not tolerate any action that undermines a person's right to feel safe, and it will take whatever steps are necessary to stop such behaviour.

## **What is Bullying Behaviour?**

- It is behaviour from a child or group of children that deliberately upsets or hurts another child.
- It is behaviour that happens more than once.
- It can include hitting, name calling and spreading rumours.
- It is not an argument between children where both children are upset.

## **Types of bullying**

### Physical

- Hitting, pushing, kicking, tripping
- Damaging someone's belongings

### Verbal

- Name calling, insults, verbal abuse

### Indirect/Emotional

- Spreading rumours and nasty stories
- Playing nasty jokes to embarrass and humiliate others
- Mimicking others
- Encouraging others to exclude someone socially

At St Mary's we will talk openly about bullying and what it is, how it affects us and what we can do about it.

For more information please refer to our Bullying Information Pamphlets for Staff, students and for parents which can be found on the website.

## **Staff Responsibilities**

As part of the School Wide Positive Behaviour Support system at St Mary's we address behaviours, including bullying, in two ways.

### **1. Proactive/preventative approach**

We are working hard to develop and maintain a school-wide culture that does not tolerate bullying behaviours. As part of this we are giving students tools to reduce bullying behaviour by teaching and promoting school wide rules and explicitly teaching strategies to put in place if a student is subject to bullying.

#### **Staff responsibilities include:**

- To model appropriate behaviour.
- To be aware of the potential for bullying in specific areas during breaks, seek out and check in with children at risk during these times, and to remind them of behavioural expectations.
- To practise and reward the use of the 3 step response to problem behaviours (**STOP, WALK, TALK**).
- To teach and reinforce expected behaviour in all areas of the school and through all aspects of school life.

### **2. Reactive approach**

- Staff will consistently respond to problem behaviours and reports of bullying according to the school guidelines.

## **Parent Responsibilities**

Parents have a significant role to play in addressing bullying and unacceptable behaviour. Parent responsibilities include:

- To model appropriate behaviour and not accept bullying at home.
- To encourage children to use the 3 step response to problem behavior (**STOP, WALK, TALK**).
- To encourage children to take positive action (the STOP, WALK, TALK steps), not retaliation by fighting or name calling.
- To encourage children to intervene proactively when they witness bullying rather than be a 'bystander' (help others to use the STOP, WALK, TALK steps).
- To watch for signs that their child may be being bullied.
- To report concerns to the child's teacher.



## Student Responsibilities

Students play a vital role in addressing bullying and unacceptable behavior at school. Student responsibilities include:

- To use the STOP, WALK, TALK steps when they experience problem behaviour or when they see another student experiencing problem behaviour.
- To help someone who is being bullied.
- To reject bullying.
- To report incidents or suspected incidents of bullying.

## Term Dates - 2020

<b>Term 1</b>	29 January – 3 April
<b>Term 2</b>	20 April – 26 June
<b>Term 3</b>	13 July – 18 September
<b>Term 4</b>	6 October – 4 December

## Term Dates - 2021

<b>Term 1</b>	28 January – 1 April
<b>Term 2</b>	19 April – 25 June
<b>Term 3</b>	12 July – 17 September
<b>Term 4</b>	5 October – 3 December





# SCHEDULE OF FEES 2020

## ST MARY'S PRIMARY SCHOOL IPSWICH

	Annual Total	Term (4)	Monthly (10)	F/nightly (20)	Weekly (40)
<b>1 Child Total</b>	<b>\$2745.00</b>	<b>\$ 686.25</b>	<b>\$ 274.50</b>	<b>\$ 137.25</b>	<b>\$68.63</b>
Consists of:					
Tuition Fees	\$1570				
Family Levies	\$ 735				
Student Levies	\$ 440				
<b>*Plus Yr 6 camp/student</b>	<b>450</b>	<b>112.50</b>	<b>45.00</b>	<b>22.50</b>	<b>11.25</b>
<b>2 Children Total</b>	<b>\$4050.00</b>	<b>\$ 1012.50</b>	<b>\$ 405.00</b>	<b>\$ 202.50</b>	<b>\$101.25</b>
Consists of:					
Tuition Fees	\$2435				
Family Levies	\$ 735				
Student Levies	\$ 880				
<b>*Plus Yr 6 camp/student</b>	<b>450</b>	<b>112.50</b>	<b>45.00</b>	<b>22.50</b>	<b>11.25</b>
<b>3 Children Total</b>	<b>\$4960.00</b>	<b>\$1240.00</b>	<b>\$ 496.00</b>	<b>\$ 248.00</b>	<b>\$124.00</b>
Consists of:					
Tuition Fees	\$2905				
Family Levies	\$ 735				
Student Levies	\$ 1320				
<b>*Plus Yr 6 camp/student</b>	<b>450</b>	<b>112.50</b>	<b>45.00</b>	<b>22.50</b>	<b>11.25</b>
<b>4 Children Total</b>	<b>\$5715.00</b>	<b>\$1428.75</b>	<b>\$571.50</b>	<b>\$285.75</b>	<b>\$142.88</b>
Consists of:					
Tuition Fees	\$3220				
Family Levies	\$ 735				
Student Levies	\$1760				
<b>*Plus Yr 6 camp/student</b>	<b>450</b>	<b>112.50</b>	<b>45.00</b>	<b>22.50</b>	<b>11.25</b>
<b>Tuition Fee Discount</b>	<b>2<sup>nd</sup> Child 55%</b>	<b>3<sup>rd</sup> Child 30%</b>	<b>4<sup>th</sup>+ Child 20%</b>		

**\*Yr 6 camp fee of \$450/student to be added on to total**

### **EXPLANATION OF LEVIES**

**Student Levies** - charged per student and covers excursions, activities, sport, transport, information technology and student books and stationery. It also includes the Archdiocesan Education Levy which is remitted to Brisbane Catholic Education to fund wages and special projects throughout the Archdiocese.

**Capital Levy** – charged per family and covers capital projects, and building and grounds maintenance.

**Family Levies** – charged per family and covers curriculum resources and the P & F levy.

### **FEE PAYMENT OPTIONS**

Fee invoices will be issued no later than week 3 of each Term, and are due for payment 14 days from the invoice date.

Payment options are Direct Debit, Centrepay, EFTPOS, BPay, cash or BPOINT.

If paying by Direct Debit or Centrepay, fees may be paid on a weekly, fortnightly, monthly or term basis.

If paying by Direct Debit, a new form is required to be completed each year.  
Please use the online calculator at <https://adf.brisbanecatholic.org.au/ready-reckoner/> to assist with calculation of Direct Debit instalments.

Accounts must be finalised by the end of Term 4 2020.

If you require any assistance, please contact the finance office on 07 3281 1998 or [pipsfinance@bne.catholic.edu.au](mailto:pipsfinance@bne.catholic.edu.au)

## Enrolment Information

### Enrolment Applications

Applications to enrol may be made at any time. However, it should be noted that, where limited places are available, it may be necessary to process enrolments in the order in which they have been received.



In making an application to enrol a child into St Mary's Primary School, parents are showing that they are prepared to commit themselves to working in cooperation with school personnel for the benefit of their child. An offer of placement is conditional upon acceptance by parents of school policies and guidelines which govern school practices. St Mary's Primary School serves those families in the Ipswich community that seek a Christian values-based education for their children. Families from traditions other than Catholic are welcome to apply for admission. Parents requesting enrolment of a non-Catholic child are to attach to the enrolment form a written statement outlining the reasons for seeking enrolment at our school.

### Enrolment Age

To enrol in **Prep** in 2021 a child must turn five years of age by the end of June 2021 i.e. born between July 1<sup>st</sup> 2015 and June 30<sup>th</sup> 2016.

Birthdate	Eligible for Prep year in:
Child born 1 July 2015 – 30 June 2016	2021
Child born 1 July 2016 – 30 June 2017	2022

## **Enrolment of Children with Special Needs**

When the school is made aware of the special needs of a child upon application for enrolment then the process recommended by Brisbane Catholic Education will be followed. The process may include parent interviews, data collection and the sharing of relevant information between any specialists involved in the child's care. If a special need becomes apparent after enrolment, the process recommended by Brisbane Catholic Education may be initiated by the school at any time.

## **Administrative Matters**

### **SCHOOL TIMETABLE**

<b>8:15 - 8:25</b>	<b>Settling in, admin</b>
<b>8:25 - 10:30</b>	<b>Morning Session</b>
<b>10:30 - 11:10</b>	<b>Lunch</b>
<b>11:15 - 1:15</b>	<b>Middle Session</b>
<b>1:15 - 1:30</b>	<b>Afternoon Tea</b>
<b>1:30 - 2:40</b>	<b>Afternoon Session</b>

**(This timetable may vary on days when children are involved in interschool sport)**

### **Absenteeism**

Pupils' absences are recorded daily. Parents are expected to phone the school in the event that a child will be absent.



The first bell rings at 8:15am. Students are to be settled into their classrooms and prepared for work by 8:25am.

Students who arrive at school at **8:30am or later** are considered to be late for school and it is recorded. Parents of students in Prep to Year 3 must sign their children in at the Office if they arrive late. Students in Years 4-6 may sign themselves in at the Office if they arrive late.

Students who leave the school before 2:40pm must be signed out by an adult.

If a child is absent at the time of morning roll call, and the school has not been notified, office staff will attempt to make contact with the parent. Usually a note of explanation should accompany the child upon his/her return to school.

### **Accidents & Illnesses**

In case of accident or sudden illness at school, staff will attempt to contact parents. In serious cases, if parents cannot be contacted,

appropriate action will be taken.

## **Health**

It is important that the health information supplied upon enrolment is kept up to date. Please notify the school of changes of address, phone numbers or emergency contacts.

## **Health Plans**

Students with specific health conditions such as asthma, anaphylaxis, epilepsy and diabetes, must have an Individual Health Plan (IHP). This plan will be developed at the beginning of the school year in consultation with parents/caregiver. For anaphylaxis, the IHP will be an Anaphylaxis Action Plan. Most doctors work with parents in the development of this Plan.

## **Home/School Communication**

We recognise the crucial importance of parent-teacher contact. Parents who wish to speak with teachers should make an appointment so that teachers are free of other commitments and may give their full attention to the parents.

Email can be used for administrative matters but all matters regarding academic progress or behaviour should be discussed face to face with a teacher.

The Parent Portal is a vital means of communication in our school. All information regarding school activities can be accessed via the portal. Report cards will also be published on the portal.

Students will also be issued with a School Diary (Year 1 – 6) and parents are asked to regularly check that diary for notes and information.

The school publishes a school newsletter fortnightly. This is an important means of communication. You are encouraged to read it and keep informed about activities that involve you and your child.

## **Infectious Diseases**

At the time of enrolment parents will be given information regarding the exclusion time for infectious diseases most common to school children. The school follows the information available from the State Department of Health.

## **Medication**

Education Queensland guidelines are to be followed in relation to the administering of medication. All medication for students is administered at the Office. Before accepting responsibility for administering medication

parents must supply:

- The medication packaged in the original packaging with the name of the medicine clearly marked and labelled.
- Written instructions from the doctor, or pharmacist at the doctor's request, indicating the specific times at which the medication is to be administered, as well as the dosage;
- Parents are to fill out the Student Medication Request Form for each Medication administered.

The school is not expected to take responsibility for medication, e.g. analgesics or headache tablets, nor for medication not taken orally. According to Brisbane Catholic Education medication should be stored in the First Aid room in the Office area, not in students' bags.



### **Parental Involvement**

We encourage support from parents - often as classroom helpers. Teachers will send home information about how parents can help. We value your assistance and we are grateful for any help given.

### **Visitors Policy**

All **visitors** to the school must first report the nature of their business to the school office and complete the **sign-in register** and obtain a visitor tag. Visitors must sign out at the school office at the end of their visit and return the visitor badge.

### **Volunteers**

All parents/carers who volunteer in the school community in any capacity need to ensure that they have completed the Brisbane Catholic Education's Student Protection Volunteers' Induction facilitated by one of the Student Protection Officers.

Any other volunteers (i.e. not parents) in the school community are required, by legislation, to obtain a Blue Card.

The above conditions need to be completed before any volunteer work can commence.

All Volunteers must sign in at the school office and receive a visitor or tuckshop badge.

### **School Uniforms**

At all times St Mary's Primary School students should present a positive image to the community where they are in regular contact with future parents as well as students and members of the general public. A student's standard of grooming is a reflection of a student's willingness to be a responsible member of the school community.

For an illustrated, full description of uniform requirements refer to our website [www.stmarysipswich.qld.edu.au](http://www.stmarysipswich.qld.edu.au) in the menu Enrolments.

All students are expected to wear full, correct school uniform and do so in a way which is consistent with school uniform requirements.

As part of establishing a school dress code, we are bound by a range of hygiene and Workplace Health and Safety considerations.

### **Sunsmart Policy Statement**



#### **Rationale**

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.

With this in mind St. Mary's *Primary School* realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

#### **Aims**

The policy aims to:



- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.
- provide environments that support SunSmart practices.
- create an awareness of the need to reschedule work commitments and outdoor activities to support SunSmart practices.

## **PROCEDURES**

Our school recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year.

The purpose of the SunSmart policy is to ensure that all children attending our school are protected from the harmful effects of the sun throughout the year.

### **Our commitment**

St. Mary's Primary School will:

- inform parents of the SunSmart policy when they enrol their child
- include the SunSmart policy statement in the school prospectus
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees
- incorporate education programs that focus on skin cancer prevention into the school curriculum
- encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour
- seek ongoing support from parents and the school community for the SunSmart policy and its implementation, through newsletters, parent meetings etc.
- ensure that all students and staff wear hats that protect the face, neck and ears, and SPF 30 or higher, broad-spectrum, water-resistant sunscreen, when involved in outdoor activities in the afternoons.
- encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times
- review the school uniform to conform with the Queensland Cancer Fund SunSmart clothing guidelines
- ensure that, wherever practicable, outdoor activities take place before 10am or after 2pm (Australian Eastern Standard Time [AEST])
- ensure that adequate shade and sunscreen is provided at sporting carnivals and other outdoor events (Particularly afternoon events)
- review the SunSmart policy annually.

Our expectations

Parents/carers will:

- provide a SunSmart hat for their child and ensure that they wear it to and from school. The Queensland Cancer Fund recommends the following hats:
  - 8-10cm broad-brimmed
  - legionnaire-style
- ensure that their child applies SPF30 or higher, broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school.
- Provide sunscreen appropriate to their child's skin type and allergies for their use at school.

SUNSCREEN INFORMATION: <http://www.cancer.org.au/preventing-cancer/sun-protection/sunscreen-faqs.html>

SUNSCREEN REACTIONS: <http://www.cancer.org.au/preventing-cancer/sun-protection/sunscreen-reactions.html>

- ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing that has the following features:
  - dark-coloured
  - collars and sleeves
  - closely woven fabric
  - natural fibre
- act as positive role models by practising SunSmart behaviour
- support the school's SunSmart policy and help to design and regularly update the policy.

Students will:

- be aware of the school's SunSmart policy
- take responsibility for their own health and safety by being SunSmart
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses
- apply SPF 15 broad-spectrum, water-resistant sunscreen 20 minutes before coming to school and before going outdoors for afternoon activities
- act as positive role models for other students in all aspects of SunSmart behaviour
- help to design and regularly update the SunSmart policy
- participate in SunSmart education programs.

Source: Queensland Cancer Fund (1997) *Working towards a SunSmart Queensland: a policy guide for organisations*

## **Supervision before and after school**

No supervision of children in the school grounds is provided before 8:00am. Parents should be aware of the dangers of allowing children to

arrive at school before adult supervision is available. After school children who are waiting for buses are supervised inside the school grounds at the front of the Senior school.

## **Tuckshop**

The St Mary's Primary School Tuckshop operates daily for **lunch** (10.30 – 11.05am).

Prep children are not permitted to go to the tuckshop during lunch breaks, but they can order tuckshop on a daily basis.

Students must put in a lunch order if they wish to buy lunch from the tuckshop.

There are two options for placing lunch orders.

1.

The order, together with the students' name and class, may be written on the outside of a brown paper bag and the money placed inside the bag. Students place the bag into the class tuckshop box which is delivered to the tuckshop each morning.



2.

Orders may be placed online using the **Smartphone App "Qkr"**. Orders can be taken up to 9:00am on the day the food is required. Payment is made at the time of order from your nominated card.



## **Religious Education**

We believe that a Catholic School is essentially a community of faith, based upon a belief in God and a Christian way of life. Therefore, we encourage and support faith development in all aspects of school life.

Basic to our school philosophy is the centrality of Jesus Christ, and we encourage our students to be followers of Jesus by the way that they interact with all members of the school community in all facets of school

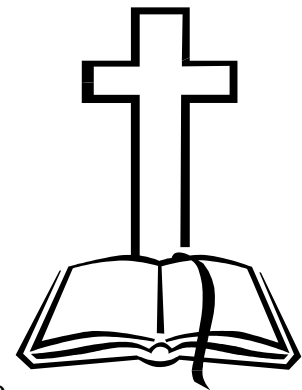
life. We use the *Making Jesus Real* program in our school as a means of promoting a Christian way of life.

Our Religion program always remains faithful to the Catholic Church and its living traditions. Celebrations of prayer, liturgy and sacraments are integral to our public expression of our faith and form part of the core life of our school. Staff and students gather often for whole school prayer liturgies to celebrate important liturgical feasts or significant events in our school or Parish life. Formal and informal prayer is a feature of daily classroom life. The staff gathers together weekly for prayer.

At times we join with the Parish community in liturgical celebrations. Classes attend Mass with the Parish community throughout the year on a rostered basis. We support the Parish Priest, Father Peter Casey, as our Pastor in the faith development of our students. We encourage the students to respect the priests as the representatives of the Church in our Parish.

Our school's Religious Education Program provides for the full participation of students and teachers in the religious life of the school. The Assistant Principal Religious Education is the co-ordinator of our school Religion program. We follow the Religion curriculum for BCE schools and teachers avail themselves of regular opportunities for professional development. The APRE is also a key member of the school Leadership Team and plays a major role in the administration of our school.

As **parents** are the **prime educators** of their children, our school respects their ongoing responsibility for the faith development of their children and welcomes their participation in the religious life of the school.



### **Parish Sacramental Program**

At St Mary's parents, teachers, catechists and the community all share the responsibility for educating our children in the faith, and in particular for preparing them for the sacraments. The overall co-ordination of the sacramental program is the responsibility of the Parish Sacramental Team which comprises the Pastoral Associate, the Pastor, parents and parishioners.

The Sacramental Program supports parents

- by providing opportunities for their own adult faith formation
- by suggesting activities which support the faith life of the family and the child

- by ensuring there are opportunities for additional religious instruction if necessary
- by preparing meaningful celebrations of the Sacraments for our children, families and the community.

Families who wish to prepare to celebrate Confirmation, First Communion and Reconciliation need to enrol the child in the Sacramental Program. Enquiries concerning the program can be made by contacting any member of the Parish Sacramental Team through the Parish Office (during office hours) on 3281 2133. Confirmation and First Communion are celebrated around the time of Pentecost. The Parish publishes a calendar that gives exact dates.

## **Curriculum**

Like all primary schools in Australia we are teaching the Australian Curriculum under the direction of the Queensland Studies Authority and Brisbane Catholic Education. Our school offers a curriculum which respects prior life experience and diversity and recognises that every learner is in some respect like all others, like some others and like no other.

In addition, we develop and integrate into the curriculum specific objectives which allow for the infusion of Religious Education, Personal Development and Personal Behaviour Education and Issues of Social Justice. This encourages learning that is transformative, within personal, communal and societal contexts.

Apart from instruction in general curriculum areas, our children benefit from the expertise of specialist teachers in the areas of Music, Foreign Language & Culture, Library, Special Education and Physical Education.

### **Individual Differences**

We value and appreciate the uniqueness and individuality of each student and endeavour to provide opportunities through which each student may experience achievement and success. We endeavour to stimulate children to advance at their own rate. We provide special assistance to those children who will benefit from it, and endeavour to give to those children who are identified as advanced learners opportunities that will both challenge and affirm them. We encourage students to participate in extracurricular events.

### **Information & Communication Technology**

St Mary's is a part of the global electronic world providing its students with the information, skills and technology necessary to cope with the new

millennium. We believe that ICT capabilities are integral to improved learning outcomes that enable young people to engage effectively in an increasingly complex world. Our students enjoy the facilities of two I.T. Laboratories that house 60 online computers. We have recently purchased pods of laptops for use in classrooms from years 4 – 6. This technology assists us to engage students by providing visual information and stimuli. We also have iPads for use by students in Years 1 – 6 to support literacy and numeracy development.

### **Educational Support Teams**

As part of Brisbane catholic Education we are able to engage the assistance of a team of qualified consultants called Education Officers. Team members specialise in areas such as:

School Development  
Religious Education  
Special Education  
Child Guidance and Counselling  
Curriculum and Professional Development

### **Library**

Our school library is a resource centre that provides materials to meet the learning needs of our students. Our library provides children with opportunities to develop the ability to cooperate with others by working in an area where reading, listening, viewing and studying can be shared with other children. Through literature, children can also acquire a love of reading which will give them pleasure and enrichment, enlarge and extend their world, stir their imagination and provide an understanding of themselves and others. Modern technology, in the form of a computerised search and borrowing system and internet access, allows children to become familiar with the use and benefits of computers in education and everyday life.



### **Homework**

#### **Rationale:**

Homework benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.



#### **Implementation:**

- Classroom teachers will set daily homework appropriate to each child's skill level and age.
- Each set task must be purposeful, meaningful and relevant to the current classroom curriculum.



- Allocation of drill and practice activities should not exceed 20% of suggested homework time for Years 4-6.
- All homework tasks for Years 1-3 are designed to be completed under parent supervision.

### **Early Years (Years 1–2)**

Homework tasks are designed to be completed under parent supervision and will consist mainly of:

- Daily reading activities to, with and by parents.
- Systemic learning of sounds, words, spellings and number facts.
- Word study
- Simple tasks associated with classroom activities.
- Gathering of additional information or materials

***Homework will generally not exceed 15 minutes for Years 1&2.***

### **Middle Primary (Years 3-4)**

Homework will consist mainly of:

- Reading to and with parents or independent reading on a daily basis
- Gathering of additional information or materials.
- Systemic learning and revision of number facts.
- Word study

***Homework will not exceed 30 minutes per day and will not be set on weekends for Years 3-4.***

### **Upper Primary (Years 5-6)**

Homework will consist mainly of:

- Independent reading on a daily basis
- Reading and response tasks.
- Word study
- Drill and practice of number facts and mathematical concepts
- Some homework tasks may require internet access.

It is acceptable for teachers to assign unfinished classroom activities as homework tasks.

***Homework will generally not exceed 45 minutes per day and may be set during weekends.***

### **Sport and Physical Education**

We have a specialist teacher who plans and implements our Physical Education program. Sport is a component of our Physical Education program but we attempt to maintain a balance between the teaching of skills for the major games and the competitive playing of these games. Our membership of district and regional school sports associations provides an avenue for children to compete in a variety of sports. Our class Physical Education program runs throughout the year.



## **Instrumental Program**

Children in Years 2 - 6 are eligible to enrol in the instrumental program run at the school by Musicorp. Lessons are given in woodwind, brass and percussion instruments. The child's commitment is to one 30 minute lesson in school time and practice at home during the week. Children must supply their own instruments, which may be bought or hired through Musicorp or elsewhere. Accounts are payable directly to Musicorp.



## **Languages Other Than English**

Children in Years 4 – 6 have lessons in Japanese. The program aims to give children a basic knowledge of another language and to develop in them an appreciation of, and respect for, the cultural experiences of others.

## **Personal and Social Learning**

Personal and Social Learning supports students in becoming creative and confident individuals with a sense of self-worth, self-awareness and personal identity that enables them to manage their emotional, mental, spiritual and physical wellbeing', with a sense of hope and 'optimism about their lives and the future. We believe that the development of personal and social learning is foundational for success in academic

learning and for citizenship. Social and Emotional Learning is an integral part of the Australian Curriculum. In many areas personal and social learning overlaps with our school's religious education and health programs. Class time is allocated to the teaching of different aspects of social and personal learning. We use programs such as *You Can Do It* and *Making Jesus Real*.

### **Excursions**

Excursions from school are a means of highlighting school studies or of stimulating interest in classroom work and, as such, all children are expected to participate.

### **Student Leadership**

We place great emphasis on student leadership in our school especially among our Year 5 and Year 6 students. We have an elected Student Leadership Team of 6 students as well as elected House captains. All of our Year 6 students participate in leadership by volunteering to join various service groups within the school where they get practical experience in developing their leadership skills. Year 5 and Year 6 students meet weekly with their teachers to share various aspects of student leadership.

## **Organisations and Services**

### **The School Board**

The St Mary's Primary School Board exists to ensure that the school fulfils its responsibility to work towards the achievement of the goals of the Brisbane Archdiocese, the Catholic Education system, and the school's own Mission Statement. The Board, which operates under the constitution and guidelines approved by the Bishops of Queensland, has specific decision-making responsibilities demanding action in the areas of:

- (a) Policy-making;
- (b) Provision and maintenance of school buildings and plant;
- (c) Budgeting; and
- (d) Communication.

The Board has advisory responsibilities requiring information sharing and discussion in the areas of:

- (e) Curriculum; and
- (f) Staffing.

The Board adopts the school's Mission Statement as its base and provides a pastoral or caring structure that allows for organised cooperation and teamwork by all involved.

The Board includes the parish Priest or his representative, the Principal and elected members from staff and parents. Members of the Board do not represent groups but are present either for their position in the community, e.g. pastor or principal, or for their particular gifts or expertise, e.g. financial planning or policy development.

Membership is open to all in the parish and school community who have completed the prescribed education program. This is usually run over two evenings during 4th term. The term of office for elected members is two years, allowing for regular turnover and the involvement of many people.

### **The Parents and Friends Association**

Parents are recognised as partners with professional teachers in the education of their children, with the parents being the first educators. The Association exists for the benefit of the school, and as part of its structure, not as something separate. Its primary role is to build community and provide education opportunities for families. It represents all the parents of the school, not just those who are able to attend meetings, and acts on their behalf.



The aims of the Parents & Friends Association:

- To develop at the school a Christian community of parents, teachers and students
- To work closely with the School Leadership Team to achieve the goals of the school
- To achieve a high level of social and education interaction between home and school and parents and teachers
- To encourage fuller participation by parents in the educational experience of their children
- To provide a healthy forum for exchange of ideas and discussion on relevant issues of benefit to education generally, the students in particular, and the parents or teachers of the school to contribute to the future welfare of the school
- To become a communication network for the benefit of the school with the parent community as well as the wider community;
- To contribute towards the provision of additional resources and facilities to improve educational opportunities for students;

- To support the religious life of the school and general curriculum objectives

*Each year the Parents & Friends Association contributes funds towards library resources, playground equipment, school improvements and other important projects essential to maintaining a high standard of service to our children. Parents are requested to commit some time to the school by being available for tuckshop, pick-up zone and various fundraising activities. The fees alone are insufficient for the adequate resourcing of the school and we are heavily reliant upon the efforts of the Parents & Friends Association in raising the additional funds necessary to ensure that the school can continue to offer a high standard of education.*

*Families are expected to do what they can in helping to achieve the goals of this organisation.*

### **Outside School Hours Care**

Parents interested in having their children supervised before or after school can contact the O.S.H.C. co-ordinator through the school. Children engage in organised activities and supervised study. A vacation Care program is also provided. For further information please contact the OSHC office on 3281 9381.

*If you have any questions about our school, or would like an enrolment application form, please do not hesitate to contact us.*

*We look forward to your inquiry.*